

Jan. 3, 2012

Dear CM Teachers,

Happy New Year!

The database for entering your CM students' evaluation information is now open. Please follow the instructions below:

Go to the MTAC state website (mtac.org), click on **MTAC Login** and log in your Teacher Home Page with your user ID and password. When the page opens, place your cursor on **CM Students**, scroll down and click on **Student List**. For each student on your list, click on the pulldown menu in the **Action** column and choose **edit eval. info** and click **GO**. Enter the student's repertoire and convention recital information on the form. Click on **SUBMIT** (at the bottom) when the form is filled out. Please consider the following information when you choose the day of evaluation:

Day 1 is Saturday, March 24; **Day 2** is Sunday, April 1.

AM is before lunch, usually about 12:30pm; **PM** is after lunch.

The computer will schedule audition requests on a first-come, first-served basis. Therefore, your request is not guaranteed. **Once the schedule is published, no rescheduling is possible.**

Remember, you are responsible for the content on the evaluation form. So please enter the information carefully. If your student is applying for Convention, please time the piece accurately. If your student is applying for Branch Honors, check the appropriate box, but **DO NOT ENTER A TITLE**. The deadline for entering information is **February 5 at 11:59 pm**.

You may change your student to Path B anytime before the deadline, but no student will be allowed to switch to Path B after February 5. Please inform Janis Lee immediately about any students who are withdrawing from CM by e-mail.

The next communication from us will be toward the end of February when we e-mail the CM schedule. We will also e-mail you regarding your work schedule. You will need to check on-line to see what your duties will be.

Your e-mail address must be correct on your teacher's homepage. Please update any new information on your teacher's homepage immediately if you have not already done so. Your students' schedule will be sent out using the e-mail address on your Teacher's Homepage.

Thank you for your attention to these matters. Good luck with your students' preparation for CM 2012.

Janis Lee
CM Chair

